

Lakeview Apartments

2800 Masseyville Road

Suite 2846

Macon, Georgia 31217

EMPLOYMENT VERIFICATION

DATE: _____

EMPLOYEE: _____

The person listed above has applied for an apartment home in our community. The following information is requested so that we may approve his/her application in a timely manner. We thank you for your assistance.

Please fax form to (478) 745-0702

Employment Dates: Beginning Date _____ To _____

Hourly/Salary Amount: _____

Title/Position: _____

Is this a full or part time position? _____

Average hours worked per week: _____

Person verifying information: _____

Title: _____

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Rental Verification Guidelines

Check-writing History- Positive check writing history is required. Negative check writing history can result in denial of application or secured payment only status.

Criminal History- A Criminal history will be pulled for each applicant.

- Any applicant with a felony conviction within the last 10 years will be automatically denied.
- All applicants with felony convictions involving sex crimes, violent crimes, crimes against children, or the manufacturing or productions of methamphetamine will be denied regardless of time.
- Misdemeanors within the last 10 years will require approval from management.

Income- Minimum monthly income must be at least 3 times the monthly rent amount. Verification of income must include recent paycheck stubs and/or W2 forms (if self employed).

Credit- Credit rating must be in good standing. Bankruptcy may not be newer than 2 years and must be of a "discharged" status. Any utility collections will have to be paid prior to move-in.

Rental History- All applicants must have verifiable rental/mortgage history with good payment history. If there is a balanced owed, you will be required to pay or your application will be denied.

Employment History- All applicants must have verifiable employment, at least 12 months with same employer or previous employment history will be required.

Number of occupants- No more than two occupants shall be permitted per bedroom in each floor plan.

Guarantor- A guarantor may be accepted if the applicant(s) who are intending to occupy the apartment do not meet this properties requirements. If a guarantor is required, the guarantor must complete an application, and meet all of the qualifying criteria noted above.

Age Requirements- All applicants must be at least 18 years of age to fill out an application and sign the lease agreement.

The groups or individuals that may be asked to release the above information (depending on program requirements) include, by are not limited to:

Previous Landlords (incl. Public Housing Agencies)
Social Security Administration
Support and Alimony Providers
Institutions
Courts

State Unemployment Agencies
Banks and other Financial
Credit Providers/Credit Bureaus
Medical & Child Care Providers
Schools & Colleges

Applicant hereby acknowledges that they have read and agree to the information above.
